

--SPECIFICATIONS LIST...Assistant Cartographer..Josephine Cummings

- 2) 1. Logs OSS maps.
- 2) 2. Evaluates, corrects, and writes order specifications for graphic material submitted by OSS (color, symbols, scale, grid and registry).
- 2) 3. Checks order for graphic reproductions.
- 2) 4. Acts as liaison for graphic and production sections.
- 2) 5. Writes specifications for drafting sections.
- 2) 6. Checks all maps and other graphic material from drafting section as follows:
  - Scale and grid accuracy
  - Name corrections from BGN
  - Editorial corrections
  - Cartographic corrections
- 2) 7. Checks map titles and figure numbers against caption list.
- 3) 8. Checks overlays on base for following:
  - Registry
  - Duplication of names
  - Confusion of symbols or lettering
  - Placing of title and legend
  - Proper use of plates
- 2) 9. Checks map coverage for entire JANIS publication for discrepancies in information.
- 2) 10. Keeps progress record of drafting work.
11. Performs other duties as directed by the Board.

JCS Declassification/Release Instructions on File